**Date:**

Dear Manager

**Re:**

The above named has contacted the department as they use display screen equipment (DSE). All employees are entitled to a free eye test if they are a habitual user of DSE. (More than an hour a day).

A DSE self-assessment check list should have been completed and sent to the Health and Safety Unit.

They are now being referred to a registered ophthalmic practitioner for an eye and eyesight test and provision of glasses if required.

The cost of the eye test/purchase of single vision glasses for computer use will be £17 and is paid by your department.

We would therefore be grateful if you could ***complete the details below and return this letter via email to:*** **OHAdmin@ljmu.ac.uk**

If you have any queries, please do not hesitate to contact us.

**Manager’s full name:**

**Department:**

**DSE Self-Assessment Form Completed:** Yes: No:

**Dept. cost code:**